

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 65-603**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**28 FEBRUARY 2003**

**Financial Management**

**OFFICIAL REPRESENTATION FUNDS—  
GUIDANCE AND PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members.

**SUMMARY OF REVISIONS**

It identifies the most current date of AFI 65-603 and rennumbers paragraph 12.3 to 12.1. A bar ( | ) indicates revision from the previous edition.

**AFI 65-603, 30 January 2002, is supplemented as follows:**

8.4. (Added) Prepare requests for ORF expenditures using PACAF Form 229, Request for Official Representation/SM&W Fund Authorization and forward through the appropriate commander for approval.

12.2.4.1. (Added) Send via e-mail or fax, quarterly reports as of 31 December, 31 March, 30 June, and 30 September not later than the 14th calendar day after the end of the reporting period.

13.1. (Added) PACAF Form 229, Request for Official Representation/SM&W Fund Authorization. The purpose of this form is required for internal control over the use of ORF and SM&W funds.

RORY B. CAHOON, Colonel, USAF  
Comptroller